

2.7 Requirements for Completed Applications.

2.7.1

At the time of application, Subdividers shall file with the Board three copies of the subdivision plans at a scale of not more than 100 feet to the inch and three 11 inch by 17 inch reduced-scale plans showing or accompanied by the following information. In addition, the applicant shall file an electronic copy of the plan sets and any other submission items. (amended 12-6-2013):

- A. Subdivision name; name and address of owner of record; subdivider; designer; date; locus/site location; north point and scale.
- B. Tax map number and parcel number. If the parcel is under Current Use Assessment, indicate on the plan.
- C. Deed reference; submit a copy of the applicable deed or deeds.
- D. Names of owners of record of abutting properties; abutting subdivision names and plan references; streets; easements; all buildings within 100 feet; all roads and driveways within 200 feet; alleys; parks; public open spaces; and similar facts regarding abutting property.
- E. Area of site (acreage), location of property lines and their dimensions; existing easements, buildings, watercourses, ponds or standing water, rock ledges, stone walls, graveyards, and other essential features on-site; topographic contours; soils classifications; location of soil and groundwater test pits; percolation test data; proposed lot lines; proposed lot areas (acreages); lot numbering; building lines (setbacks to front, side and rear boundaries and to wetlands); septic setback line to wetlands. For large lots, sufficient topographical and soils information must be provided to confirm minimum lot size and building area. (amended 5-6-1999)
- F. Existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
- G. Location, name and widths of existing and proposed streets with their grades and typical sections (Reference Article 2.6.5 H). Location and designs of any bridges or culverts which may be required. Road names must comply with E-911 requirements. (amended 5-1-2003)
- H. Boundaries and purposes of proposed permanent easement over or under private property.
- I. Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication; location of all parcels of land proposed for community use and the conditions of such use; and a copy of such private deed restrictions as are intended to cover part of or all of the tract.
- J. Temporary stakes or other markers shall be provided on the property to facilitate inspection.

- K. Where the plans submitted cover only a part of the subdivider's entire holding, a sketch of the prospective future street system of the unsubmitted part will be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.
- L. Copies of all permits, special investigative studies and/or any other additional information which has been requested by the Planning Board.
- M. Wetlands Delineation Requirements: Jurisdictional wetlands and vernal pools shall be shown on the plans. The precise location of a wetland boundary in any particular case must be determined by on-site inspection of soils, vegetation, and hydrology by a New Hampshire Certified Wetland Scientist using the 1987 Corps of Engineers Wetlands Delineation Manual. The edge of a wetland must be flagged by a New Hampshire Certified Wetland Scientist with each flag labeled with a unique number or code. The flag locations and labels shall be clearly presented on development plans provided to the Planning Board that display wetland boundaries. (effective 4-6-2006)

2.8 Final Plat:

2.8.1 Specification for Final Plat.

Three copies of the final plat shall be submitted for approval. The drawings shall conform to all requirements of the Register of Deeds for Strafford County for recording. If the final plan includes additional sheets that are not recorded at the Registry of Deeds, the plan must reference the total number of sheets and must include a notation stating that the complete plans are available at the Town Offices for consultation. Each sheet shall have adequate space for necessary endorsement by the proper authorities. The final plat shall show all items listed in Section 2.7, in their final form, plus the following (amended 5-1-2003):

- A. Proposed subdivision name or identifying title, the name and address of owner of record and subdivider, the name, license number and seal of the designer and/or the name and address of the surveyor, date, scale and north point.
- B. Monuments, street lines, building lines, pedestrian ways, lot lines, easements, areas to be dedicated to public use, areas for community use, and areas the title to which is reserved by the subdivider.
- C. Sufficient data to determine readily the location, bearing, and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Designation and area of each lot.

2.8.2 Other Data.

The subdivider shall submit in triplicate all drawings and specifications required for the construction of all required improvements; such assurances and bonds as the Board may require; shall set reference monuments consisting of concrete or stone markers, or of drilled holes in ledge, so located that at least one corner of each lot may be reached by a survey line no more than 1,000 feet long; and shall set permanent boundary markers, such as iron pipe, on the property to mark each lot and area as identified on the plat. (amended 2-1-1984)

2.8.2 Recording of Final Plat.

Following approval of the final plat, with the written endorsement on the plat and signed and dated by the Chairman of the Planning Board, the Planning Board clerk shall transmit a copy of the plat with the approval endorsed in writing thereon to the Register of Deeds of Strafford County. All costs for recording the plat shall be borne by the subdivider. (effective 12-6-2013)